

CITY OF HAPPY VALLEY

Job Title:	Engineering Technician 1
Department:	Engineering
Reports To:	Engineering Manager
FSLA Status:	Non-Exempt

General Description

Under the supervision of registered professional engineers, performs routine, technical engineering and drafting support functions including: inspection of construction, processing and issuance of permits, basic plan review, technical writing, design drafting and routine GIS duties. Works directly with internal and external customers to explain codes.

The Engineering Technician 1 is an entry-level position in the Engineering Technician field. Incumbents perform standard to moderately difficult supportive and technical tasks in the engineering, construction and permit processing as assigned. Completed work is reviewed for accuracy and compliance with instructions.

Essential Duties and Responsibilities

1. Processes applications for permits, inspections or services and issues permits.
2. Explains City codes, policies, construction standards and other regulations to the public, contractors, engineers, architects and other public or utility organizations to ensure adherence to routine technical procedures.
3. Conducts field and office research in order to prepare engineering reports, cost estimates and other related engineering documents.
4. Inspects construction at various public works projects and for public facilities related to private development or right-of-way permit sites. Ensures contract and permit compliance; prepares field observation reports; provides support to project manager; prepares as-built records for public infrastructure improvements; and acts as liaison between construction contractors and office engineering staff.
5. Indexes, files, updates, researches and compiles data from various sources.
6. Composes correspondence.
7. Performs a variety of engineering assignments using manual/computer-aided drafting and design techniques; prepares preliminary drawings from field notes and sketches; and creates and updates drawings, maps, graphs, as-built records and charts for the engineering division.
8. Performs other duties of a similar nature and level.

Minimum Qualifications

Knowledge of:

1. Basic civil engineering technology, practices and procedures.
2. Basic arithmetic, algebra, geometry, trigonometry and statistics related to engineering work.
3. Standard office practices and procedures for maintaining and setting up both manual and electronic files; basic methods and procedures for archiving and retrieving map and drawing information; and data gathering and research techniques.
4. Acceptable construction practices.
5. OR-OSHA safety rules relating to construction site safety.
6. Construction materials, quality assurance/quality control concepts and practices, and basic methods used for construction materials acceptance testing.

Ability to:

1. Understand and follow written and oral instructions; work simultaneously on multiple tasks.
2. Perform detailed work thoroughly, neatly, accurately and efficiently.
3. Perform basic engineering and mathematical computations. Use personal computers and related software application packages including computerized drafting and design methods, GIS software, word processing, and spreadsheets.
4. Read and create accurate engineering records such as construction drawings, survey notes, maps and reports.
5. Establish and maintain effective working relationships with management and staff, contractors, public agencies and officials, the general public and others encountered in the course of work.
6. Provide good customer service.
7. Communicate effectively with coworkers, management, elected officials and the general public, and display excellent interpersonal skills and awareness of controversial and/or sensitive issues.

Education, Training and Experience

A typical way of obtaining the knowledge, skills and abilities outlined above is through obtaining an Associate's degree in Civil Engineering Technology or related field; or, and equivalent combination of education and experience sufficient to successfully perform the essential duties of the job such as those listed above.

Licenses and Certifications

A valid Oregon driver's license or other is required and the ability to meet the City's driving standards.

Duties will occasionally involve working in adverse or inclement weather conditions; exposure to high noise levels; dealing with distraught or difficult individuals; occasional response to emergency conditions during off-hours; occasional operation of a motor vehicle on public roads.